

LAND DIVISION/COMBINATION APPLICATION

These procedures are intended to be basic guidelines for obtaining a division or combination of land in the City of Royal Oak. Extenuating circumstances may require additional information or procedures to be followed prior to the city granting a land division/combination.

1. **Application deadline for the current year is December 31, 2026.** The complete application and all supporting documentation **must be received by the Assessor's Office** on or before this date.
2. The top portion of the application must be completed by the owner of the property. Application is null and void after one year from date of submittal with forfeiture of fee if requirements are not met by the applicant.

3. Upon submission of the application, the following documents are required:

**** A Registered Survey** must be submitted in triplicate (**3 copies**) on either 8 ½ x 11 or 8 ½ x 14 paper. The surveys should consist of **the existing parcel(s) and the proposed parcel(s). Surveys must show the location of all existing structures and location of existing utilities, proposed utilities (if applicable) and easements.** The Registered Survey shall also provide the **current legal description of existing parcel(s) and proposed legal descriptions for new parcel(s).** Along with the three physical copies of the surveys, please email a copy of the registered surveys to assessing@romi.gov for our records.

**** Proof of ownership--copy of warranty deed or land contract. This application must be signed by all persons who have any legal or equitable interest in the parent parcel(s). Attach additional ownership information and signatures as necessary.**

**** A copy of the conveyance or purchase agreement (if applicable).**

**** The applicant should review their request with the Planning Department to determine if the land division is permissible.**

**** Fee Schedule:**

Create/Combine 2 Parcels = \$300.00
Create/Combine 3 Parcels = \$400.00
Create/Combine 4 Parcels = \$500.00
(\$50.00 for each additional parcel)
Fee includes a \$100.00 (non-refundable) application fee

**** All taxes, water and sewer bills, special assessments, etc. must be paid in full prior to the City of Royal Oak finalizing the proposed land division/combination application.**

4. The application will be circulated throughout the following offices and departments: Assessor's, Treasurer's, Planning, Engineering and Building. After reviews, the application is returned to the Assessor's Office for processing. If the application is approved, the Assessor will process the division through Oakland County.

APPLICATION FOR LAND DIVISION/COMBINATION

Applicant Section

Date _____ Fee Paid _____ Current Zoning _____

Parcel # _____ Property Address _____

_____ Property Address _____

It is requested that the above referenced parcel(s) be divided / combined (circle appropriate) into _____ new parcel(s).

Property Owner(s) Information: Please Print

Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip Code _____

Property Owner Signature _____

I (We), the above signed, am (are) the legal owner(s) of the above referenced property, and do hereby swear that the statements, descriptions, and signatures appearing on this application and/or attachments hereto, are in all respects true and accurate to the best of my (our) knowledge.

Applicant Information: Please Print

Contact Person _____ Phone (____) _____

E-mail _____

Address _____

City _____ State _____ Zip Code _____

Applicant Signature _____

Application for Land Division/Combination

Treasurer's Office

Taxes Paid to Current Year _____

Summer Tax _____ Date Paid in Full _____

Winter Tax _____ Date Paid in Full _____

Special Asmt _____ Date Paid in Full _____

Water/Sewer _____ Date Paid in Full _____

Signature _____ Date _____

Planning Department

Approved Not Approved

Lot Width _____

Lot Depth _____

Lot Area _____

Set Backs/Lot Coverage _____

Existing Structures _____

Will Existing Structures be Conforming _____

Comments _____

Signature _____ Date _____

Application for Land Division/Combination

Engineering Department

	Exists	Is Required*
Water Supply	_____	_____
Sewer Supply	_____	_____
Other Utility (Elec, Telecom, etc)	_____	_____
Public Easements	_____	_____

*The cost and installation of required utilities are the sole responsibility of the developer.

Comments _____

Signature _____ Date _____

Building Department

	Yes/No	Description
Building Code Violations	_____	_____
Ordinance Violations	_____	_____

Comments _____

Signature _____ Date _____

Application for Land Division/Combination

Assessor's Office

Evidence of Title and/or Ownership _____ New Parcels Created _____

Vacant or Improved _____ Verified Department Approvals _____

Comments _____

Signature _____ Date _____

LandDivisionComboApplication
Revised Eff. 1/10/2025